Office of Thrift Supervision
2003 Branch Office Survey

The Branch Office Survey (BOS) is an annual survey of branch deposit information reported as of June 30, 2003. All associations required to file the 2003 BOS must electronically transmit their completed survey to the OTS using the Electronic Filing Software (EFS) system **no later than Monday, August 25, 2003.**

To ensure that you will have the most current data, you **must** download and import your previous year's branch office listing. The 2003 Branch Office Survey shell will then be populated with your most accurate previous year's data. Institutions new to reporting BOS will enter 2003 BOS data directly.

Download/Import 2003 BOS Information

- Select the June 2003 reporting cycle.
- Click on "Transmit."
- Select [x] Download Financial Data.
- Select [x] BOS.
- Click on the telephone-mailbox icon to "Transmit Now" and connect to the OTS.
- After the BOS is successfully downloaded, the Import screen will automatically appear. Click on the report name and click on "Import" to import your 2002 branch office listing into your 2003 BOS report.

Update 2003 BOS Financial Data

- Select "Reports," and click on the "BOS" tab.
- To update, click on the sequence number of each branch office. Type the correct change code that applies to the selected branch office.

    - U – Update Deposits
    - N – New Branch Office
    - H – New Home Office
    - R – Redesignate Branch Home Office
    - C – Close Branch or Home Office
    - L – Relocate Branch or Home Office
    - S – Short Distance Relocation
    - T – Correct Typographical Error from Previous Year

    - If you are reporting for a new institution, your home office will be coded "H" and all of your branches will be "N".

- Enter updates and click the diskette icon to "Save" your updated data.
- Click the check mark icon to perform an edit check. Correct all BOS failed edits. You will not be able to transmit the Branch Office Survey with any reasonableness checks or critical failures.
- Print the BOS report and ensure it is signed by the appropriate official(s).
- Exit to the EFS main menu and select to "Transmit" your BOS report.